ADDING ATTACHMENTS TO
A PDF DOCUMENT
Revised: 10-01-2002

To add an attachment to a PDF Main Document, you will need to be at the screen where you are first prompted to Browse for a PDF Document. In this exercise, we are going to file a motion and attach a notice, certificate of service and proposed order.

STEP 1   Click **[Browse]** and navigate to the directory where the motion PDF file is located. (See Figure 1a)
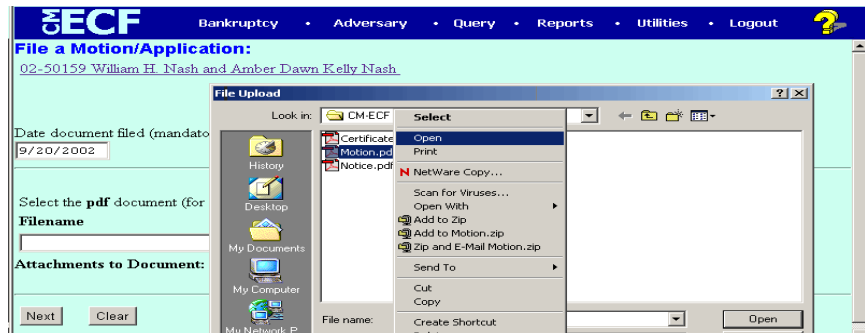* To make certain you are about to associate the

Figure 1a

correct PDF file for this entry, right click on the filename and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
* Close or minimize the Adobe Acrobat by clicking on the control box in the upper right hand corner of the window and select **[Open]**

♦   Select the **[●Yes]** radio button at the right of the **Attachments to Document** prompt and click **[Next]**. (See Figure 1b)
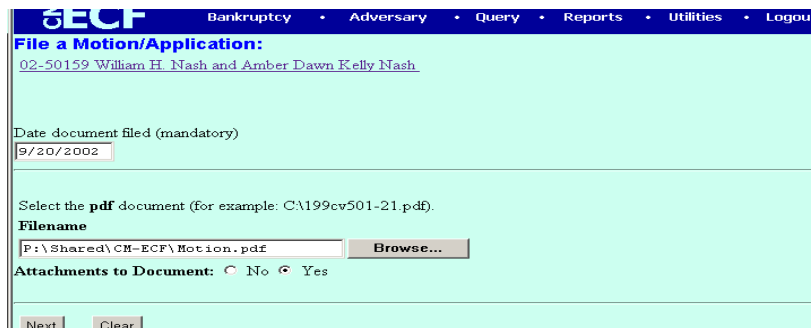

Figure 1b

STEP 2 The **ATTACHMENT** screen will now be displayed (See Figure 2a)

Figure 2a

♦ There are three steps to the attachment process:

1. Click **[Browse]** then navigate to the directory where the appropriate PDF file (i.e. Notice) is located.

   - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
   - Close or minimize the Adobe Acrobat by clicking on the control box in the upper right hand corner of the window.

2. Select **Notice** as the attachment type from the drop down list. (See Figure 2b)

Figure 2b

You may enter a description in the **Description Box**. This description appears in docket text.

3. You must click **[Add to List]**. The path and file name are added to the **List** box. **(See Figure 2c.)**

Figure 2c

- It is possible to add multiple attachments at this time by repeating steps 1 through 3 on this screen. At this time the Certificate of Sevice and Proposed Order can be added as attachments. (See Figure 2c)

Figure 2c

- Click **[Next]** .

Step 3   The **Final Docket Text** will appear as follows. (See Figure 3)
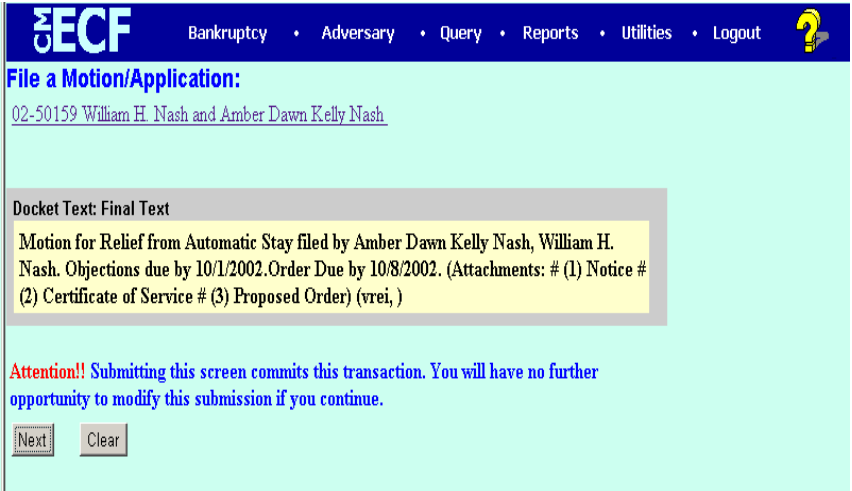

Figure 3

Step 4   When you are in Pacer and using **Query** to view a document that
has been filed, the main document and each attachment will have a
separate number to select to view that part of the docket entry
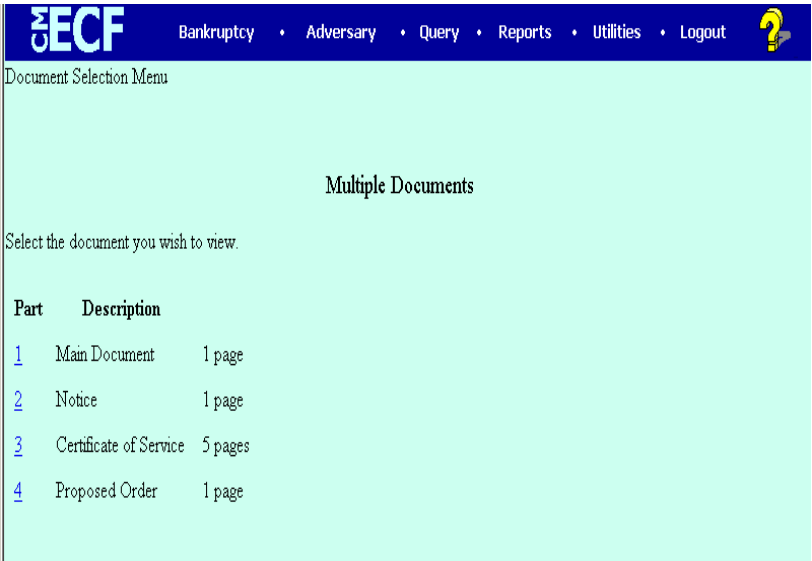(See Figure 4)

Figure 4